

**MINUTES OF THE REGULAR MEETING OF THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF METTAWA, ILLINOIS, HELD AT THE HOUR OF 7:30 P.M. ON TUESDAY, FEBRUARY 18, 2014 IN THE COTTONWOOD ROOM OF THE HILTON GARDEN INN HOTEL, 26225 N. RIVERWOODS BOULEVARD, METTAWA, ILLINOIS.**

**A. CALL TO ORDER**

Mayor Urlacher called the meeting to order at 7:40 p.m.

**B. ROLL CALL**

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Brennan, Clark, Lane, Maier, Towne and Mayor Urlacher

Absent: None

Mayor Urlacher declared a quorum present.

Also present: Village Administrator Bob Irvin; Scott Anderson, representative of the firm of James Anderson Co., Village Attorney Gregory T. Smith of Klein Thorpe & Jenkins, Ltd.; Village Clerk Cathy Nelson, Treasurer Lisa Dieter and Financial Consultant, Dorothy O'Mary

**C. APPROVAL OF MINUTES:**

**Committee of The Whole Meeting: January 18, 2014**

It was moved by Trustee Clark, seconded by Trustee Brennan that the minutes of the Committee of the Whole Meeting of January 18, 2013 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Lane, Maier, and Towne

Nay: None

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

**Regular Meeting of the Mayor and Board of Trustees: January 21, 2013**

It was moved by Trustee Clark, seconded by Trustee Brennan that the minutes of the Regular Board Meeting of January 21, 2013 be approved as presented.

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Lane, Maier, and Towne

Nay: None

Mayor Urlacher declared the motion carried and the minutes approved and placed on file.

**D. APPROVAL OF BILLS**

1. Bills Submitted for Payment  
**And**
2. Other Bills Paid by the Village Treasurer in Anticipation of This Meeting.

It was moved by Trustee Maier, seconded by Trustee Lane to approve bills submitted for payment and other bills paid by the Village Treasurer in anticipation of this meeting for a total amount of \$94,471.81

Upon a call of the roll, the following voted:

Aye: Trustees Armstrong, Brennan, Clark, Lane, Maier, and Towne

Nay: None

Mayor Urlacher declared the motion carried and informed the Board that at the end of February, 2014 the Village showed a cash surplus for fiscal year 2013-14 of \$920,295.00

**E. TREASURER'S REPORT**

Presentation of the Monthly Report for the Month of January 2014

It was moved by Trustee Maier, seconded by Trustee Brennan that the Board acknowledge receipt of the January, 2014 Treasurer's Report and place it on file.

Upon a call of the roll, the following voted:

Aye: All

Nay: None

Mayor Urlacher declared the motion carried.

**F. COMMUNICATIONS AND PETITIONS FROM THE PUBLIC**

1. Citizens to be Heard Not Listed Elsewhere on This Agenda:  
Resident Tom Heinz gave the Board two letters written on behalf of the HanMaUm Zen Center expressing their wish to purchase 701 Riverwoods Road, ( recently purchased by the village), for their Zen Center and presented other possible options. Mayor Urlacher stated that since this request was regarding the purchase or sale of property, it would be discussed by the Board later in Executive Session.
2. Written communications of citizens to be read:  
No communications were read

**G. COMMISSION AND COMMITTEE REPORTS FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON.**

1. Finance Committee:
  - a. Consideration Discussion and Recommendation to Approve a Proposal From James Anderson Company of Lake Bluff, Illinois for Building, Engineering and Public Works Services for A Six-Month Period.

Trustee Maier presented the proposal and discussion ensued regarding the cost savings and merits of the proposed revised rate structure.

b. Other Matters: None Presented

2. Public Works Committee

- a. Recommendation to Approve a Motion to Authorize \$2,000.00 for Cold Patch Hole Repairs as Soon as the Weather Permits.

Trustee Armstrong presented the recommendation stating that cold patching needed to be done on several Village roads. Brief discussion ensued.

- b. Recommendation to Approve a Motion to Request Bids for Resurfacing Bradley Road in 2014.

Trustee Armstrong presented the recommendation to go out for bid on the project so that Village funded costs can be compared with the proposed State of Illinois funded project for Bradley Road.

Mayor Urlacher stated that it was his understanding that resurfacing may only last approximately five (5) years and discussion ensued.

Trustee Armstrong then updated the Board on the status of the Phase One report which was due today and that Bradley Road neighbors needed to be notified of the project prior to submission. Also that the Village will be meeting with Roundout School officials to discuss their concerns.

- c. Review of Village Hall Drawings and Recommendation to Approve a Motion Authorizing Payment not to Exceed \$30,000.00 for Rick Phillips of Rick Phillips & Associates to Develop Formal Architectural Drawings for a 1,500 Square Foot Village Hall Facility.

Resident Rick Phillips presented sketches of a proposed 35x53 foot office storage space to be built for the Village. Discussion ensued regarding the specifications, the possibility of an elevator to access the second floor; and the option still under consideration of renting outside the village limits.

Mayor Urlacher felt the village should not give money to other municipalities by renting space outside the village.

Trustee Lane feels that we should rent, not build even if is out of the Village.

Trustee Maier feels that we need a structure, but we do not need more drawings until a location is decided upon.

Trustee Armstrong stated that either way, we would still need site plans.

Administrator Irvin stated that the structure needs to function, and that we should only build once.

Trustee Brennan stated that we need to go out and look at existing Village Halls to get ideas on what works best.

Resident Jan Pink felt that renting would be inconvenient for residents.

Mayor Urlacher stated that a recommendation will be taken at the March meeting as to how to proceed and in the meantime Mr. Phillips will continue developing plans.

Administrator Irvin recommended that the Board needs to decide on how to move forward first, be it renting or building. The interior design may work for either.

Trustee Armstrong stated that an investigation has been done and that the Board needs to move ahead and make a decision regarding renting vs. building.

- d. Update: Village Salt Program with the State of Illinois Rather Than Lake County Initiative.

Trustee Armstrong informed the Board that the County salt plan had no advantages over our current salt sharing program with the state.

- e. Update: Additional Salt Purchase and Costs

Discussion ensued regarding salt management and the liability involved if the Village cuts back on its salting. Trustee Armstrong stated that the Committee will look into ways to save and that this was obviously a very bad year. Village Engineer Scott Anderson informed the Board that Libertyville Township has a surplus and will sell to Mettawa at a discount. It was agreed that he should proceed to obtain salt from Libertyville.

- f. Update: Bradley Road Phase I Engineering Documents Delivery Date From State of Illinois: Available For March Board Meeting.

Disused under 2.b.

- g. Other Matters: None presented

### 3. Parks and Recreation Committee

- a. Update: Oasis Park and Whippoorwill Park

Trustee Towne informed the Board that there is 40,000 yards of fill left to be dumped and it will be completed by June, 2014. \$176,000.00 has been received from Ehlers & Jurhend with \$40,000.00 due to complete the contract.

- b. Recommendation to Approve an Engineering Contract to James Anderson Company of Lake Bluff, Illinois to Design the Trail From Deerpath Farms Development to St. Marys Road in an Amount Not to Exceed \$8,500.00 Pending Legal Approval.

Trustee Towne informed the Board that the Village has not been able to obtain an easement for the trail from the Olesen family and that it is possible the trail can be put on the right-of way which is 21 feet off the property line. The Committee is requesting approval to proceed with a trail design. Discussion ensued. Mayor Urlacher asked if anyone knew the status of the widening of Route 60 and at this point, no one knows.

c. Discussion Regarding Solicitation of Park and Open Space Management Proposals.

Trustee Towne informed the Board that Open Space management proposals are being solicited from Conserve Lake County, Tall Grass, Teska Associates and Applied Ecological Services. All proposals will be presented at the March meeting, plus discussion of the formation of a residential panel.

d. Recommendation to Approve a Motion to Have Teska Associates of Evanston, Illinois Prepare Bid Specifications for Trees and Understory for Whippoorwill Planting, after Final Review of Plant Material.

Trustee Towne informed the Board that a recommendation will be ready for presentation to the Board at the March meeting for plantings from the former home site to the berm at Whippoorwill Park. Discussion ensued.

e. Discussion and Recommendation to Approve a Resolution Authorizing Application to the 2014 ComEd Green Region Program for the Route 60 Trail Connection Project.

Administrator Irvin explained the ComEd Green Program and the grant the Village would be applying for. The extension of the Route 60 Trail to St. Marys Road is estimated to cost \$60,000.00 and the grant would be \$10,000.00 Discussion ensued.

e. Other Matters: None presented

4. Safety Commission

Trustee Clark gave his update: Defibrillator training for Howe Security staff will be on March 8, 2014. Also, that there were seventeen (17) accident calls in January.

5. Zoning, Planning and Appeals Commission

Mayor Urlacher reported that there will be a Zoning, Planning and Appeals workshop meeting March 4, 2014 to continue discussion regarding the Board's resolution referral on Text amendments and re-zoning to be voted upon later in this meeting

**H. BUSINESS FROM THE BOARD FOR DISCUSSION, CONSIDERATION AND, IF SO DETERMINED, ACTION UPON:**

1. Mayor's Report

- a. Discussion Regarding a Letter From Joanna Koperski, Real Estate Broker, Regarding Mettawa Zip Code

Mayor Urlacher explained Ms. Koperski's request for Board support for a change in Zip Code for those residents who have a 60048, ( Libertyville), to 60045 (Lake Forest).

Administrator Irvin then explained the process and that the Post Office makes this decision based upon a request approval and then simple majority vote by 60048 residents.

After discussion, it was unanimously agreed by the Board that the 60048 zip code should be left as is.

- b. Discussion Regarding Mettawa Open Lands Advisory Commission Proposal.

Lengthy discussion ensued regarding a proposal by resident Denis Bohm for the formation of a Mettawa Open Lands Advisory Commission.

Mr. Bohm explained that this proposal presented a general guideline for the commission. The makeup and powers of the commission were discussed as well as the name. Trustee Towne felt the Village did not need another layer of government, that our ordinances do not provide for another commission and that we already have excellent management of open space.

Trustee Armstrong wants it to be clear that if it is a commission, the members will be officials, appointed by the Mayor with responsibilities to the Village.

Mayor Urlacher summarized that there seemed to be no support for a commission, but support for an advisory panel. Administrator Irvin suggested an Ad Hoc Committee or Blue Ribbon panel and after some discussion of this idea the majority of the board is ok with this idea.

Mayor Urlacher stated that this item will be placed on the March Board meeting agenda for further discussion.

- c. Other Matters: Mayor Urlacher reminded the Board and audience of the March 8<sup>th</sup> Mettawa Open Lands Association event and invitations have been sent out.

- d. Building Report

Mayor Urlacher thanked Trustee Towne and Mr. Anderson for their report and with no questions being asked, placed it on file.

e. Village Administrator's Report

- i. Administrator Irvin informed the Board that budget worksheets are being prepared and ready for the March meeting.
- ii. Administrator Irvin stated that the Village Resident Survey will be mailed shortly to all homes with an added email link for those who wish to fill it out online.

**2. UNFINISHED BUSINESS:** None Presented

**3. NEW BUSINESS**

- a. Approval of a Motion to Authorize \$2,000.00 for Cold Patch Hole Repairs as Soon as the Weather Permits

It was moved by Trustee Brennan, seconded by Trustee Lane to approve a motion to authorize \$2,000.00 for cold patch hole repairs as soon as weather permits.

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne

Nay: None

Mayor Urlacher declared the motion carried.

- b. Approval of a Motion to Request Bids for Resurfacing Bradley Road in 2014.

It was moved by Trustee Towne, seconded by Trustee Armstrong to approve a motion to request bids for resurfacing Bradley Road in 2014.

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne

Nay: None

Mayor Urlacher declared the motion carried.

- c. Approval of a Motion Authorizing Payment not to Exceed \$30,000.00 for Rick Phillips of Rick Phillips & Associates to Develop Formal Architectural Drawings for a 1,500 Square Foot Village Hall Facility.

This item is tabled by unanimous agreement until the March Board meeting.

- d. Approval of an Engineering Contract to James Anderson Company of Lake Bluff Illinois to Design the Trail From Deerpath Farms Development to St. Marys Road in an Amount Not to Exceed \$8,500.00 Pending Legal Approval.

It was moved by Trustee Towne, seconded by Trustee Armstrong to approve an Engineering Contract to James Anderson Company of Lake Bluff Illinois to design the trail from Deerpath Farms Development to St. Marys Road in an amount not to exceed \$8,500.00 pending legal approval.

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne  
Nay: None

Mayor Urlacher declared the motion carried.

- e. Approval of a Motion to Have Teska Associates of Evanston, Illinois Prepare a Bid for Trees and Understory for Whippoorwill Planting, After Final Review of Plant Material.

It was moved by Trustee Armstrong, seconded by Trustee Brennan to approve a Motion to have Teska Associates of Evanston, Illinois prepare a bid for trees and understory for Whippoorwill planting, after final review of plant material.

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne  
Nay: None

Mayor Urlacher declared the motion carried.

- f. Approval of a Resolution Authorizing Application to the 2014 ComEd Green Region Program for a \$10,000.00 Grant (With Matching Funds by the Village of Mettawa of \$50,000.00) for the Route 60 Trail Connection Project.

It was moved by Trustee Maier, seconded by Trustee Lane to approve “ **A Resolution authorizing application to the 2014 ComEd Green Region Program for the Route 60 Trail Connection Project.**” being **Resolution No. 14-2**

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne  
Nay: None

Mayor Urlacher declared the motion carried.



- g. Approval of a Proposal from James Anderson Company of Lake Bluff, Illinois, for Building, Engineering and Public Works Services for A Six Month Period.

It was moved by Trustee Maier, seconded by Trustee Brennan to approve a Proposal from James Anderson Company of Lake Bluff, Illinois, for Building, Engineering and Public Works Services for A Six Month Period.

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne  
Nay: None

Mayor Urlacher declared the motion carried.

**I. EXECUTIVE SESSION:**

At 9:33 PM, Mayor Urlacher entertained a motion to adjourn the meeting to Executive Session to discuss Pending, Probable and Imminent Litigation; Land Acquisition, Section (c)(5): The Sale of Lease of Real Property Owned by the Village and Review of Executive-Session Minutes for Retention as Confidential.

It was so moved by Trustee Clark, seconded by Trustee Armstrong

Upon a call of the roll, the following voted:

Aye: Trustees, Armstrong, Brennan, Clark, Lane, Maier and Towne  
Nay: None

Mayor Urlacher declared the motion carried and the Board recessed to Executive Session

**J. CALL TO RECONVENE**

At 10:29 PM, Mayor Urlacher reconvened the public portion of the meeting.

**K. ROLL CALL**

Upon a call of the roll, the following were:

Present: Trustees Armstrong, Clark Lane, Maier Towne and Mayor Urlacher  
Absent: Trustee Brennan

Mayor Urlacher declared a quorum present.

Also present: Attorney Gregory T. Smith of Klein, Thorpe & Jenkins and Village Clerk, Cathy Nelson and Administrator Bob Irvin

**L. MATTERS REQUIRING ACTION AS A RESULT OF THE EXECUTIVE SESSION**

No matters presented requiring action

**M. ITEMS TO BE REFERRED:**

**N. FOR INFORMATION ONLY:** No items discussed

**O. ADJOURNMENT**

With no further business to conduct, it was moved by Trustee Armstrong, seconded by Trustee Towne that the meeting be adjourned.

In Favor: All

Opposed: None

Mayor Urlacher declared the motion carried and the meeting adjourned at 10:30 PM.

Cathy Nelson, Village Clerk